



**REQUEST FOR PROPOSAL 15RFP11042015  
COMMUNITY SERVICES PROGRAM (CSP)**

**FOR**

**DEPARTMENT OF HOUSING AND COMMUNITY  
DEVELOPMENT**

**RFP DUE DATE & TIME: JANUARY 29, 2016 AT 11:00AM**

**RFP ISSUANCE DATE: DECEMBER 4, 2015**

**PRE-PROPOSAL CONFERENCE DATE: DECEMBER 17, 2015**

**PURCHASING CONTACT: MARK HAWKS**

**EMAIL: MARK.HAWKS@FULTONCOUNTYGA.GOV**

**LOCATION: FULTON COUNTY DEPARTMENT OF PURCHASING &  
CONTRACT COMPLIANCE  
130 PEACHTREE STREET, S.W., SUITE 1168  
ATLANTA, GA 30303**

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## I. GENERAL INFORMATION

### 1.1 PROJECT PURPOSE AND DESCRIPTION

The Department of Housing and Community Development (HCD) is issuing a Request for Proposals (RFP) under our Community Services program (CSP) for Fiscal Year 2016 which begins on **January 1, 2016 – December 31, 2016**. Under the RFP, the County will allocate funds to eligible service providers submitting successful proposals. The proposals will address five (5) Service Categories: Economic Stability/Poverty, Senior Services, Children & Youth Services and Homelessness.

**Eligible Service Provider:** Not-for-Profit agencies holding current and valid 501(c) (3) certifications as determined by the Internal Revenue Service per the Internal Revenue Code or public entities serving Fulton County.

The purpose of this Request for Proposal (RFP) is for the Department of Housing and Community Development (HCD) to receive proposals from qualifying non-profit organizations/educational institutions to provide services related to the Service Categories identified as part of this proposal. Fulton County's Consolidated Plan which is submitted to the U.S. Department of Housing and Urban Development (HUD) every five (5) years provides the framework in developing the RFP. The Consolidated Plan is an assessment of affordable housing and community development needs, market conditions and the availability of community services necessary to protect the health, safety and welfare of Fulton County residents. The Community Services Program was developed as an extension of the Plan, to further address critical social, economic, and environmental problems facing Fulton County.

**All Service Providers must be tax-exempt under section 501(c)(3) of the Internal Revenue Code or public entities serving Fulton County. Certification of 501(c)(3) status must be enclosed with the proposal.**

### 1.2 BOARD OF COMMISSIONER STRATEGIC PRIORITIES

People are self-sufficient

- Persistent poverty rate
- Homelessness rate or measure of residents' housing stability
- A measure of mobility or access to transportation
- Survey the residents feeling of community connectedness

People are healthy

- Percentage of residents exhibiting healthy behaviors (not smoking, etc.)
- Obesity rate
- Infant mortality rate
- A health disparity index
- Index of environmental health factors (water quality, air quality)

People have economic opportunities

- Employment rate
- New business development indicators
- Measure of education/training level of workforce

### 1.3 PRE-PROPOSAL CONFERENCE

The County will hold a Pre-Proposal Conference, on **Thursday, December 17, 2015 at 10:00 A.M. at the Aviation Community Cultural Center, 3900 Aviation Circle, N.W., Atlanta, Georgia 30336**. Attendance at the Pre-Proposal Conference is voluntary for responding to this RFP, however Proposers are strongly encouraged to attend. The purpose of the Pre-Proposal Conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by the County through this RFP.

### 1.4 PROPOSAL DUE DATE

All Proposals are due in the Department of Purchasing and Contract Compliance of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before Friday, **January 29, 2016 at 11:00 A.M.**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing and Contract Compliance. Any Proposal received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The Proposal due date can be changed only by addendum.

### 1.5 CLARIFICATION AND ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFP. Proposers must prepare such requests in writing for the County's consideration as set forth in this section of this RFP. While the County has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after **January 22, 2016 at 11:00am**, local prevailing time. Proposers are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be submitted in writing (letter, fax or email) to the Contact Person identified in Section 1.7, Contact Person and Inquiries of this RFP.

## 1.6 NO CONTACT DURING PROCUREMENT PROCESS

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager's recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

The ordinance is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including Pre-Proposal Conferences, oral presentations/interviews before an Evaluation committee, and contract negotiations during any public meeting. Provisions of the ordinance shall terminate at the time that the BOC awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.

## 1.7 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP shall be submitted in writing to the Purchasing Department contact person, [Mark.Hawks@Fultoncountyga.gov](mailto:Mark.Hawks@Fultoncountyga.gov) or fax # 404-335-5040. Any response made by the County shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda Stanberry, Contract Compliance Administrator at (404) 612-6304 or email: [rholanda.stanberry@fultoncountyga.gov](mailto:rholanda.stanberry@fultoncountyga.gov).

In accordance with the provisions of the ADA, this ad and documents listed can be requested in an alternate format. If you need reasonable modifications due to a disability, including communications in an alternate format, please contact Department Disability Compliance Liaison at (404) 613-7944, seven days in advance to facilitate your request. For TDD/TTY or Georgia Relay Service Access, Dial 711.

## II. PROPOSAL REQUIREMENTS

### 2.1 PROGRAM OVERVIEW

As part of this RFP process, organizations must clearly identify how their service/program(s) address the Service Categories identified within the RFP. Organizations are also required to associate the service(s) provided with the program objectives and outcomes listed below. The *objectives* are framed broadly to capture the range of community impacts that occur as a result of activities funded as part of this proposal process. The program *outcomes* help to further refine the applicant objective(s) and are designed to capture the nature of the change or the expected result of the objective that an applicant seeks to achieve. Outcomes correspond to the question “what is the expected result of the activity?” The relationship of the outcome measures to applicable objectives will be evaluated in terms of the anticipated impact of the service/program(s).

#### **Community Services Program (CSP)**

The CSP program is a newly developed program that replaces the F.R.E.S.H and Human Services Program, and is now the County’s principal avenue for funding social services programs pursuant to the County’s Consolidated Plan. Fulton County’s Consolidated Plan, which is submitted to the U.S. Department of Housing and Urban Development (HUD) every five (5) years, provides the goals and objectives included as part of the RFP. The Consolidated Plan is an assessment of affordable housing and community development needs, market conditions and the availability of community services necessary to protect the health, safety and welfare of Fulton County residents.

#### **Service Categories**

- Economic Stability/Poverty
- Senior Services
- Children & Youth Services
- Homelessness
- Disabilities

### 2.2 PROGRAM OBJECTIVES

The objectives are framed broadly to capture the range of community impacts that occur as a result of program activities. An applicant would first choose an objective, then determines which outcome best describes the intended result of the activity. In order to measure the results of outcomes, recipients track and collect data on pre-determined specific output indicators based on the type of activity. The Community Services Program Outcome (CSP) Performance Measurement System offers three possible objectives for each activity.

*Creating Suitable Living Environments:* relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by Fulton County residents, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or senior health services. In addition advance the health, safety and well-being of people and promote prevention and

wellness across the lifespan.

*Providing Decent Housing:* covers the wide range of housing activities that could be undertaken with CSP funds. This objective focuses on housing activities where the purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

*Creating Economic Opportunities:* applies to activities related to economic development, commercial revitalization, or job creation.

## 2.3 PROGRAM OUTCOMES

The program outcome helps further refine the objectives and is designed to capture the nature of the change or the expected result of the objective that a grantee seeks to achieve. Outcomes correspond to the question “What is the expected result of the activity?” CSP Outcome Performance Measurement System provides three outcomes:

*Availability/Accessibility:* applies to activities that promote healthy behaviors to prevent chronic diseases and health conditions<sup>1</sup> and makes access/availability to services such as infrastructure, public services, public facilities, housing, or shelter available or accessible to Fulton County residents, especially those with limited resources, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to county residents where they live.

*Affordability:* applies to activities that provide affordability in a variety of ways. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service that will benefit county residents.

*Example:* A subsidized day care program that provides services to LMI persons/families at lower cost than unsubsidized day care.

*Sustainability:* applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

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<sup>1</sup> Tobacco use, being overweight or obese, and mental health and substance abuse disorders.



## 2.4 PROGRAM FUNDING

All proposals must be category specific. Applicants are not limited in the number of proposals submitted. The funding available for this RFP will be determined by the Board of County Commissioners. Although one proposal can include more than one service category, the maximum funding awarded for each proposal is \$200,000. The minimum funding for each proposal is \$25,000. The maximum amount of HCD-CSP funds allowed for administrative purposes is 5%<sup>2</sup> of funds awarded. .

## 2.5 PROPOSAL SUBMITTAL FORMAT

To be considered, Proposers must submit a complete response to this Request for Statement of Proposal. The format mandated is not negotiable. Responses shall be submitted in sealed envelope(s) or package(s). The outside envelope or package must clearly indicate the name of the project: [i.e. Jane and John Doe Project], and the name and address of the Proposer. All Proposals, including all attachments, must be received by the County in a sealed package no later than January 29, 2016 at **11:00 A.M.** and must be addressed to:

Proposers shall submit the Proposal Submittal as follows:

One (1) original and one (1) copy on electronic media (thumb drive) in PDF format. All Proposals must be complete with all requested information.

## 2.6 CONTRACT TERM

The initial contract term will begin January 1, 2016 through December 31, 2016, with two (2) renewal options to be exercised at the County's sole discretion.

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<sup>2</sup> Includes direct and indirect charges for administration of the grant

### III. PROJECT TIMELINES

Table 1 CSP Proposed RFP Timeline <sup>3</sup>	
RFP Release date	December 4, 2015
Pre-Proposal Conference	December 17, 2015 @ 10:00 A.M.
Last Day for Questions to be submitted	January 22, 2016 by 11:00 A.M.
Due Date	January 29, 2016
Evaluation Committee Review	February 10, 2016
Anticipated Board of Commissioners Meeting Date	February 24, 2016
Contracts Delivered	March 7, 2016

Table 2 CSP Proposed Funding Timeline	
<b>First</b> Quarter Performance Reports due date.	March 31, 2016
<b>First</b> Quarter payments released	April 29, 2016
<b>Second</b> Quarter Performance Reports due date.	June 30, 2016
<b>Second</b> Quarter payments released	July 29, 2016
<b>Third</b> Quarter Performance Reports due date.	September 30, 2016
<b>Third</b> Quarter payments released	October 28, 2016
<b>Fourth</b> Quarter Performance Reports due date.	December 30, 2016
<b>Fourth</b> Quarter payments released	January 27, 2017

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<sup>3</sup> Please note the timeline is subject to change based on final release date and Board of Commissioners' ("BOC") final review.

## IV. CRITERIA FOR SERVICE CATEGORIES

### 4.1 YEAR 1 – FUNDING CYCLE

These programs are experiencing fluctuations in their service provision. Economic and community changes affect the need for these programs and thus require the County to be able to be more responsive to necessary shifts in funding focus.

1. **Economic Stability/Poverty** - Programs and services in this category should address outcomes and performance measures that demonstrate positive change toward self-sufficiency, improved living conditions, increased disposable income and/or quality of life for individuals or families experiencing ‘hardships’ due to the economy and are at or below 200% of the poverty level as indicated by the Federal Poverty Guidelines. [http://dch.georgia.gov/sites/dch.georgia.gov/files/related\\_files/document/2015\\_Federal\\_Poverty\\_Guidelines.pdf](http://dch.georgia.gov/sites/dch.georgia.gov/files/related_files/document/2015_Federal_Poverty_Guidelines.pdf)
2. **Senior Services** – Program and services in this category should be specific to home and community-based services that yield, but are not limited to the following outcomes for seniors (active adults) and/or their caregivers with the greatest economic and social needs: seniors (active adults) live independently in their own homes without social isolation; seniors (active adults) with Alzheimer’s disease or related disorders and their caregivers experience a positive quality of life; and seniors (active adults) experience improved health outcomes.
3. **Children & Youth Services** - Programs and services in this category should address outcomes and performance measures that result in: (1) Preventing youth violence and/or delinquency behaviors/status offenses with the ultimate goal of reducing youth violence/delinquent behaviors before it starts by targeting youth who are at enhanced risk for violence/delinquent behaviors; or (2) Changing the life-trajectory for those youth who have already demonstrated violent or seriously delinquent behaviors by providing comprehensive, multi-component, tertiary interventions addressing a constellation of risk factors. (3) Access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed. (4) Early intervention services, early childhood development programs not limited to: Head Start, Child welfare programs, child abuse prevention, foster care, and adoption assistance. Services for children exposed to trauma or challenged with mental or substance use.
4. **Homelessness** - Programs and services in this category should address outcomes and performance measures that demonstrate positive change toward the County’s goal of ending homelessness, assisting runaways and/or the victims of domestic violence. This could include: Community-based runaway and domestic violence services; identifying and improving service quality and performance.

5. **Disabilities** - Programs and services in this category should address outcomes and performance measures that help children and adults with disabilities achieve their personal goals for independent living, which may include: Participating in their choice of facility-based education and vocational training activities; participating in job coaching and related services that will lead to supported employment, as well as preparing for independent living in a community (rather than an institutional) setting.

## V. PROPOSAL GUIDELINES

### 5.1 REQUIRED INFORMATION

Each Proposal shall include the information required below:

1. Name of Applicant Agency
2. Service Category - identify the service category in which the proposal is being submitted. Create a separate section for each Service Category.
3. Program Title
4. Target Population
5. Geographic Area Served
6. Commission District(s) Served
7. Program Status (existing or new program)
8. Program Start Date (if a new program)
9. Total Program Budget (program's total budget during the time period for which you are requesting funding)
10. Amount of Funding Request (how much you are requesting in the proposal)
11. IRS Certificate of non-profit status
12. Overview (3 sentence overview of the program – this will be used to communicate the purpose of programs and services to the Board of County Commissioners and various publications)
13. Identify leverage source and total funds leveraged
14. Identify collaborate agency

### 5.2 PROPOSAL EVALUATION CRITERIA

Proposer's responses must include the appropriate and requested information in sufficient detail to demonstrate the Proposer's knowledge, skills and abilities to provide the requested services and will be reviewed and evaluated based on each Proposer's responses.

Each proposal should:

- Include a narrative that fully addresses all questions in the Guidelines.
- Understandable to people unfamiliar with your organization or your area of expertise.
- Specifically address the funding priorities set out in this Request for Proposal.

1. Approach and Design (25 pts)	Points
• What will your program do to meet this need (or solve this problem)?	0-5
• What specific activities will your program complete and what services will your program provide?	0-5
• How many people in Fulton County will your program provide services to?	0-5
• What will your program accomplish during the funding period?	0-5
• How will your program accomplish it?	0-5

<b>2. Citizen Needs (15 pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>What is the need (or problem) in Fulton County that you are proposing to address (or solve)?</li> </ul>	<b>0-5</b>
<ul style="list-style-type: none"> <li>Who does this need (or problem) impact in Fulton County? <i>(This specifically references the population that you serve – who walks in your doors for services – a profile)</i></li> </ul>	<b>0-5</b>
<ul style="list-style-type: none"> <li>What local Fulton County data or evidence exists to document the need (or problem)?</li> </ul>	<b>0-5</b>

<b>3. Budget (15 pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>Agency Budget</li> </ul>	<b>0-5</b>
<ul style="list-style-type: none"> <li>Budget Justification (This would be additional description of budget items that might be considered unusual or create questions. If there are no such items, please put N/A)</li> </ul>	<b>0-5</b>
<ul style="list-style-type: none"> <li>Unit Cost service description (is this an industry standard and if so please state source)</li> </ul>	<b>0-2.5</b>
<ul style="list-style-type: none"> <li>Copy of the recent agency/program audit (within past two years) conducted by a Certified Public Accountant</li> </ul>	<b>0-2.5</b>

<b>4. Available Resources and Sustainability (10 pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>What other funding is available to support your organization in addressing this need (or solving this problem)?</li> </ul>	<b>0-3</b>
<ul style="list-style-type: none"> <li>What other funding has your organization received to address this need (or solve this problem)?</li> </ul>	<b>0-2</b>
<ul style="list-style-type: none"> <li>How will your organization continue to address this need (or solve this problem) if current funding ends?</li> </ul>	<b>0-2</b>
<ul style="list-style-type: none"> <li>Please describe your use of volunteers in support of program and other agency activities</li> </ul>	<b>0-2</b>
<ul style="list-style-type: none"> <li>Please indicate if awarded funds will allow you to leverage additional dollars.</li> </ul>	<b>0-1</b>

<b>5. Performance History (10pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>Document history of past grant performance either through local resources or federal.</li> </ul>	<b>0-10</b>

<b>6. Collaboration (10pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>Are there any partners who will assist your organization in addressing this need (or solving this problem)? If so, please provide concrete Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOAs) which explain how you will address the need.</li> </ul>	<b>0-10</b>

<b>7. Leveraging (5 pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Include leverage amount/potential leverage (i.e., letters of intent/letters of approval)</li> </ul>	<b>0-5</b>

<b>8. Underserved Population(s) Served (5pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Please describe your underserved population service area and how your proposed project will assist those who are residing within the project area.</li> </ul>	<b>0-5</b>

<b>9. Underserved Area(s) Served (5pts)</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>• Please describe your underserved service area and how your proposed project will assist those who are residing within the project area.</li> </ul>	<b>0-5</b>

## VI. TERMS AND CONDITIONS

1. **Proposal Guarantee:** Proposer guarantees their commitment, compliance, and adherence to all requirements of the RFP by submission of their proposal.
2. **Late Proposals:** Any Proposal received after the appointed time, January 29, 2016 no later than 11:00 A.M. EST will be considered late and will be returned unopened to the Proposer. The Proposal due date can be changed only by addendum.
3. **Costs Incurred by Proposers:** All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the proposer. No payment will be made for proposals received, or for any other effort required of or made by the proposers, prior to commencement of work as defined by a contract approved by the Board of County Commissioners.
4. **Proprietary/Confidential Information:** Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with the State of Georgia “The Open Record Act” enacted in March, 2012.
5. **Commencement of Work:** The County’s obligation will commence when the contract is approved by the Board of County Commissioners. The County may set a different starting date for the contract. The County will not be responsible for any work done by the proposer, even work done in good faith, if it occurs prior to the contract start date set by the County.
6. **HUD Supportive Housing/ HIPPA Privacy Rules:** Services that provide transitional housing and support services to individuals and/or families whose goal is to gain or regain economic independence will be required to comply with and report according to HUD Supportive Housing Program Regulation 24 CFR Part 583.

Contracted agencies must comply with the current Health Insurance Portability and Accountability Act (HIPAA). If your agency does not provide services that fall under HIPAA Privacy Rules, please state that in your RFP information. Provide this information in the Cover Sheet.